

**BOARD OF SELECTMEN**  
**Working Session**  
**Topsfield Public Library**  
**Minutes of July 3, 2012**

Chairman Eldon Goodhue called the meeting to order at 3:00PM. Board members present in addition to Chairman Goodhue, were Martha Morrison, Dick Gandt, Laura Powers and Ken Vogel. Of the Selectmen's staff, Town Administrator Virginia Wilder was in attendance.

Policy on Charter Land: Selectman Morrison was assigned to drafting a Town Policy regarding Charter Land. It was noted that the Open Space Committee is in the process of identifying those parcels of property that would be advantageous for the Town to be in possession of, if the opportunity presented itself.

Goals & Objectives: Ms. Wilder began a discussion regarding the development of Policy and Procedures for the Board of Selectmen. Selectman Morrison expressed her opinion that the document should describe that with which Topsfield carries out its business. Selectman Powers expressed her feeling for the need for Policy and Procedures explaining that it would clarify the roles and the expectations for staff. Selectmen Vogel and Goodhue agreed with Selectmen Morrison and Powers. Selectman Gandt expressed his disinterest in preparing a document. Through the discussion the Board identified areas that could be included, but not limited to, in the Policy and Procedures: development of agenda, correspondence received and the distribution of it, the role of the Chairman and Clerk, the liaison responsibilities, development of the Annual Town Warrant, the budget process which would include department review sessions, and appointments of Boards/Committees and Commissions.

Selectman Morrison reported on her idea relative to facilities; she would like the Board to explore the possibility of regionalization of a facility management plan, using the Tri-Town Union model. The concept would be for the towns of Middleton and Boxford to join with Topsfield on facilities; we should determine whether these towns, and perhaps others, would be interested. In addition, Selectman Morrison raised the idea of regionalization for Information Technology (IT) and Cable and Web. Regionalizing the IT could be expanded to the Town Library and Schools. Ms. Wilder will approach the Town Administrators of Middleton and Boxford to see if there is any interest. Selectman Gandt suggested including regionalized ambulance service in the list.

Selectman Gandt brainstormed ideas for new Goals and Tasks that the Board should consider: task to implement the permitting software, finding a way to institute incentive pay using Danvers as an example, composting organic materials (similar to the Town of Hamilton's program) to reduce our annual trash tonnage that could reduce the cost of our next municipal solid waste contract, adding a Goal of improving communications with citizens (e.g., by using a reverse 911 mechanism). Selectman Morrison added a "How to Guide" for building a house and starting a business in Topsfield.

At 4:06PM, Selectmen Gandt made a motion to adjourn and Selectman Morrison seconded the motion; so voted: 5-0.

Respectfully submitted,

Donna Rich, Secretary  
Selectmen's Office

*Approved as amended at the August 13, 2012 Board of Selectmen's meeting.*

Per the Open Meeting Law, the documents that were either distributed to the BOS before the meeting in a packet, or at the meeting were:

1. Agenda

<p>Pursuant to the 'Open Meeting Law,' G.L. 39, § 23B, the approval of these minutes by the Board constitutes a certification of the date, time and place of the meeting, the members present and absent, and the actions taken at the meeting. Any other description of statements made by any person, or the summary of the discussion of any matter, is included for the purpose of context only, and no certification, express or implied, is made by the Board as to the completeness or accuracy of such statements.</p>
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